

JANUARY 7, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Randy McEntarfer, Robert Thompson, and Karen McEntarfer.

Richard called this organizational meeting to order at 6:10 pm. Richard opened the floor for nomination of council president. Paul moved to nominate Richard Schiffli as president then asked to recess the meeting for 10 minutes to call Ron Smith to attend the meeting. Richard moved to allow the recess. Ron Smith arrived at 6:20 pm. The Clerk-Treasurer administered the oath of office for town council to Ron Smith. Richard reopened the meeting. Richard said there is a nomination on the floor that needs a second. Ron seconded the motion and asked to close the nomination for president. Council voted unanimously. Richard opened the floor for nomination for vice president. Ron moved to nominated Paul Kennedy to serve as vice president. Motion was second by Richard. Council voted unanimously.

Clerk-Treasurer distributed the list of Boards, Commissions and departments to all council members. Council reviewed the current list and said there are several vacancies that need to be filled council voted to retain current members willing to serve. Council voted to retain Don Farrington as Town Supt with set office hours Monday through Friday 8 am.to1 pm. Council also voted to retain Robert Thompson as Town Marshal, and Bryan Nugen as Town Attorney.

Paul moved to adjourn this meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

JANUARY 14, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Jim Bush, Robert Thompson, Phil Dawson, Randy McEntarfer, Kathryn Bassett, Ray Castator, Scott Barnhart, and Karen McEntarfer.

Richard called the meeting of all departments to order at 6:00 p.m. Richard opened the floor to the fire department. Phil Dawson distributed the monthly report. Phil asked council to approve to repair ceiling tile and purchase of 5 lights for fire station at an estimated sold of \$1150. Paul moved to allow this request motion was second by Ron

Richard opened the floor to the police department. Robert Thompson distributed the monthly report.

Richard opened the floor to the street, buildings and parks departments. Jim Bush updated council with concerns with the leaks with the roof at the community center. Council asked for estimated to repair the roof. Jim said Dave Peters is a real asset to the town.

Paul moved to adjourn this meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

JANUARY 14, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Bryan Nugen, Jim Bush, Robert Thompson, Randy McEntarfer, Kathryn Bassett, Peg Batchelder, Ray Castator, Jeff Hackbush, Mike Kugler, Tony Smith, Brandi Liby, Stan Shipe and Karen McEntarfer.

Richard called the council meeting to order at 7:00 p.m. asked everyone to stand for the pledge. Richard asked if the council had any questions on the minutes. Paul moved to accept the minutes as distributed motion was second by Ron.

Richard asked if the council had any questions on the financial and investment reports. Paul moved to accept the financial and investment reports as distributed motion was second by Ron.

Clerk-Treasurer presented council with a petition from Wayne and Carol Klink requesting rezoning of the property annexed in the December 10th council meeting. Council asked Bryan Nugen town attorney to prepare the documentation for the Plan Commission to consider this request.

Clerk-Treasurer presented council with a letter of resignation from Don Farrington. Richard read this letter affective January 8, 2008. Paul moved to accept this letter of resignation motion was second by Ron. Council voted all in favor.

Clerk-Treasurer presented council with a letter from the Ashley Redevelopment Commission. Bryan read this letter.

Clerk-Treasurer presented council with a fire protection contract from Smithfield Township for \$10950 for the year 2008. Paul moved to accept and sign this contract motion was second by Ron.

Clerk-Treasurer presented council with an Official Bond for Town Marshal. Paul moved to accept and sign this bond motion was second by Ron.

Clerk-Treasurer presented council with an annual renewal agreement with Pro Air Midwest for air packs for fire department. Paul moved to accept and sign this agreement motion was second by Ron.

Richard opened the floor to the public. Tony Smith asked council if the Ashley Hudson Grant Committee could use the gym on April 5, 2008 for a Spike and Bull Dogs concert. Council approved this request. Richard asked Jim Bush is assists in moving the equipment in the gym for the concert.

Randy McEntarfer said the website has been updated with all the new information that was available.

Richard asked council for a discussion on replacing the Town Superintendant. Paul suggested changing this position and creating a town planner to take care of the zoning and economic issues, paying this person out of professional service with an employee contract. Bryan said a town planner position would need to be created by ordinance. Paul also said the town superintendant should be hands on person to work with the town employees. Ron said he did not want to divide the town superintendant position. Richard said we need to make some kind of decision tonight to not leave the office unattended. Council asked Randy if he would be willing to fill the position in an interim bases. Randy offered to accept this position with compensation of \$200 per month. Ron asked that Randy work 5 hours a day Monday through Friday and not to handle any employee issues. Randy said he would be in the office from 8 to 4 Monday through Thursday and 8 to 11 on Friday. Council asked Bryan to prepare a professional services contract.

Paul asked council to consider executive meeting with all town employees to discuss job performance evaluation. Council agreed to hold executive meetings on January 30th to meet with street and utility employees and January 31st with police department both meetings to starting 6pm.

Paul asked council to consider reworking the purchasing policies, employee manual and the master plan.

Ron asked employees to reduce the fuel and electric cost by 10%.

Clerk-Treasurer presented council with the accounts payable register and vouchers. Paul moved to accept and sign the register motion was second by Ron.

Paul moved to adjourn this meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

JANUARY 30, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Jim Bush, Roger Green, Lynn Carper, Dave Peters and Karen McEntarfer.

Richard called this executive meeting to order to discuss job performance with each town employees working in the parks, streets and utility departments. Richard opened the floor to each employee at a time to discuss job performance after each employee had time to discuss issues. Paul then moved to adjourn the meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

JANUARY 31, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Garry Osborn, Scott Barnhart, Mike Kugler, Robert Thompson and Karen McEntarfer.

Richard called this executive meeting to order to discuss job performance with each town employee in the police departments. Richard opened the floor to each officer at a time to discuss job performance after each officer had time to discuss issues. Paul then moved to adjourn the meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

FEBRUARY 11, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Jim Bush, Robert Thompson, Randy McEntarfer, Kathryn Bassett, Ray Castator, Scott Barnhart, George & Sherri Hoffman, Jackie & Peter Taifie, Mike Hasselman, Micah Liby and Karen McEntarfer.

Richard called the meeting of all departments to order at 6:00 p.m. Richard opened the floor to the fire department but no one was present to represent the fire department at this time. Richard moved on to the police department. Robert Thompson distributed the monthly reports to all council members and said Garry held a training class for the department on radar. Richard asked for a 5 minutes recess after the recess Ron moved to appoint Scott Barnhart to serve as Town Marshal as of March 2, 2008 motion was second by Paul. Ron asked Scott to attend the Indiana Association of Chief of Police School as soon as possible.

Richard reopened the floor to the fire department Micah Liby distributed the monthly fire reports and a preliminary fire fighting response plan for review to help with mutual aid in Dekalb County. Micah also asked council to consider a billing service agreement with Emergency Services to bill for fire runs. Council asked that the town attorney review this agreement before consideration. Micah said fire fighter Mike Lyons has turned in his letter of resignation. Micah asked council to consider towel service for the fire station. Ron asked to purchase towels and have Carmen launder them with the gym towels.

Richard opened the floor to the street, buildings and parks departments. Jim Bush asked for council to consider additional purchase of salt.

Richard opened the floor to the utility departments no one was present. Randy presented council with a list of items that had been taken care this month.

Paul moved to adjourn this meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

FEBRUARY 11, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Bryan Nugen, Randy McEntarfer, Kathryn Bassett, Ray Castator, George & Sherri Hoffman, Jackie & Peter Taifie, Mike Hasselman, and Karen McEntarfer.

Richard called the council meeting to order at 7:00 p.m. asked everyone to stand for the pledge. Richard asked if the council had any questions on the minutes. Paul moved to accept the minutes as distributed motion was second by Ron.

Clerk-Treasurer presented council with the monthly financial reports and an annual financial report required by Rural Development for approval. Richard asked if the council had any questions on the reports. Paul moved to accept the financial reports as distributed motion was second by Ron.

Richard introduced Resolution “A Resolution to adopt a Requirement for all Mechanics working on the Town of Ashley Vehicles and /or Equipment to present proof of Liability through an Insurance Policy in the Minimum amount of one Million Dollars.” Bryan read this resolution. Richard asked for questions or comments. Paul moved to accept and sign resolution 01-2008 as read motion was second by Ron.

Clerk-Treasurer presented council with Change Order # 1 to decrease the Original Contract for the Water Improvement Project with Gerig-Ottenweller by \$65,700. Paul moved to accept and sign this change order motion was second by Ron.

Richard opened the floor to Cindy Snyder for Steuben County Communications. Cindy said Steuben County is in the process of upgrading the radio system and would like to use the water tower in this process details and contracts to be negotiated at a later time. Paul volunteered to be the contract person.

Randy presented council with letter of support for the Ashley Hudson Manor to apply to Indiana Housing Finance Authority for funding to improve the facility. Paul moved to sign this letter motion was second by Ron.

Council asked Clerk-Treasurer to advertize to accept application for the Town Superintendant position until March 14.

Paul said the council has appointed the following positions Mike Kugler and Brandi Liby to the Plan Commission and BZA, Rod Schiffli to the Well Head Protection Board and Randy McEntarfer on the Plan Commission and as Zoning Administrator. Paul said the council also has considered hiring Randy McEntarfer by contract to facilitate Zoning, Planning and Economic Development.

Randy asked council to consider an Archeological Study for the industrial area at Weilbaker property. This study would be required to develop this area. Mac Tech estimate was \$30,000 and Patriot Engineering estimate was \$10,205. Paul moved to allow Patriot Engineering to conduct this study motion was second by Ron.

Randy said he called Steuben County Drainage Board to get on their agenda for March 17 to discuss the water flooding problems on Lincoln Street.

Paul moved to install Knox Boxes in all city owned buildings motion was second by Ron.

Council is considering department liaisons Richard will serve as the police department, Ron as the utility department and Paul as fire, streets and parks.

Richard opened the floor to the public. Mike Hasselman asked council to consider additional improvements to the sidewalks. Sherry Hoffman had questions on parking on State Street. Ray Castator had questions about snow removal procedures.

Clerk-Treasurer presented council with the accounts payable register and vouchers. Paul moved to accept and sign the register motion was second by Ron.

Paul moved to adjourn this meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

MARCH 10, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Randy McEntarfer, Scott Barnhart, Garry Osborn, Mike Kugler, Roger Green, Peg Batchelder, Micah Liby, Kenny Knick, Ray Castator, Kathryn Bassett and Karen McEntarfer.

Richard called the meeting of all departments to order at 6:00 p.m. Richard opened the floor to the fire department but no one was present to represent the fire department at this time.

Richard moved on to the police department. Scott Barnhart promoted Gary Osborn to rank captain and Mike Kugler to sergeant. Scott presented council with a letter of intent for a fire arms training officer from LaGrange to train our officers. Scott then distributed the monthly reports to all council members. Scott requested approval to send Mike to training classes. Paul moved to allow this request motion was second by Ron. Scott also asked to use some of the grant funds to purchase police equipment. Paul moved to allow these purchases motion was second by Ron.

Richard reopened the floor to the fire department Micah Liby distributed the monthly fire reports. Micah asked council to sign the billing service agreement with Emergency Services to bill for fire runs. Paul moved to sign this agreement as presented motion was second by Ron. Micah asked council for approval to purchase equipment with fire grant and local match of \$2617 before budget approval. Paul moved to allow this request motion was second by Ron.

Richard opened the floor to the street, buildings and parks departments. Jim Bush said the snow plow needs to be checked. Jim said he will get estimates for crackfill for the next meeting.

Richard opened the floor to the utility departments. Roger Green for the water department asked to have the meters at the factories checked for accuracy. Randy McEntarfer presented council with a service agreement to maintain the sewer lift stations two times a year for \$825 from CEM Supplies. Paul moved to accept and sign this agreement motion was second by Ron. Randy also requested an upgrade to the heating system at the sewer plant garage to radiant heat which runs more efficiently at a cost of \$4904. Paul moved to allow this request motion was second by Ron.

Randy had an estimate to repair the leak in the roof on the fire hall from CMS for \$5225. Paul moved to allow this repair motion was second by Ron.

Randy had two estimates to replace the door at the community center the first estimate was from NEI for \$1889 and the second from Quality Glass for \$2252. Paul moved to allow NEI to replace the door motion was second by Ron.

Paul moved to adjourn this meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member

MARCH 10, 2008

PRESENT: Richard Schiffli, Paul Kennedy, Ron Smith, Bryan Nugen, Randy McEntarfer, Kathryn Bassett, Ray Castator, Peg Batchelder, Micah Liby, Andrew Sexton, Marvin Mason, Jan Lewis and Karen McEntarfer.

Richard called the council meeting to order at 7:00 p.m. asked everyone to stand for the pledge. Richard asked if the council had any questions on the minutes. Paul moved to accept the minutes as distributed motion was second by Ron.

Clerk-Treasurer presented council with the monthly financial reports. Richard asked if the council had any questions on the reports. Paul moved to accept the financial reports as distributed motion was second by Ron.

Clerk-Treasurer presented council with Change Order # 2 to increase the Original Contract for the Water Improvement Project with Gerig-Ottenweller by \$5,265. Paul moved to accept and sign this change order motion was second by Ron.

Clerk-Treasurer presented council with a Contract for Professional Services with Northeast Indiana Regional Partnership at an annual cost of \$382. Paul moved to accept and sign this contract motion was second by Ron.

Clerk-Treasurer presented council with the Memorandum of Legal Services for renewal for 2008. Paul moved to accept and sign this memorandum motion was second by Ron.

Clerk-Treasurer presented council with an agreement for Services to be provided by Randy McEntarfer as Planning, Zoning and Economic Development Administrator. Bryan read this agreement. Paul moved to accept and sign this agreement motion was second by Ron.

Clerk-Treasurer presented council with an Escrow Agreement with Grabill Bank for Gerig Ottenweller retainage account. Bryan read this agreement. Richard asked for questions. Paul moved to accept and sign this agreement motion was second by Ron.

Clerk-Treasurer presented council with an agreement for temporary employment to hire Randy McEntarfer as the interim Town Superintendent at \$200 per month until a permanent employee is hired. Paul moved to accept and sign this agreement motion was second by Ron.

Clerk-Treasurer said council would need to authorize any pay increase for Scott Barnhart in the new position as Town Marshal. Council discussed a \$2 per hour increase. Paul moved to increase Scott's wages by \$2 per hour motion was second by Ron.

Clerk-Treasurer read the outstanding warrants list to be considered for 2008. Paul moved to allow Clerk-Treasurer to be receipt these warrants to the proper accounts motion was second by Ron.

Randy presented council with a request from Ivy Tech to install overhead projectors in the classroom at their expense. Paul moved to allow this request motion was second by Ron.

Randy also presented a quote to install an additional treadmill and replace one of the older exercise bikes that is obsolete and can't be repaired for \$4247. Paul moved to allow this request motion was second by Ron.

Randy reminded the council of the meeting at the Steuben County Drainage Board on March 17th at 2 pm. to address the flooding problem on Lincoln Street.

Randy said the Ashley Hudson Community Foundation have rescheduled Spike and the Bull Dogs for Saturday, April 5, 2008 from 7 to 10 pm in the Ashley Gym.

Richard opened the floor to the public. Andrew Sexton discussed the parking issue on State Street. Randy McEntarfer said he asked and the Masonic Lodge gave permission to use their parking lot on the Friday's of the auction.

Clerk-Treasurer presented council with the accounts payable register and vouchers. Paul moved to accept and sign the register motion was second by Ron.

Paul moved to adjourn this meeting motion was second by Ron.

Richard Schiffli, President

Paul Kennedy, Vice President

Karen McEntarfer
Clerk-Treasurer

Ron Smith, Council Member